



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

OFFICE TECHNICIAN (TYPING) **RE-Advertisement (JC – 42138)**

SALARY RANGE	\$2893 - \$3620 (Range L) Effec. 10/01/16
TENURE/TIME BASE	Permanent/Full Time
PROGRAM/DEPARTMENT	Health & Safety Office
FINAL FILING DATE	November 21, 2016

DESCRIPTION OF DUTIES: Under the direction of the Health & Safety Officer, processes Worker's Compensation material to meet time constraints; gathers and collates information for statistical reports using the officers computer; maintains files; prepares correspondence, minutes, and memos; interacts with employees, doctors, Personnel staff, and State Compensation Insurance Fund staff; and performs various other secretarial and clerical duties as required. Candidate must have essential computer skills including experience with programs such as Word, Excel, Outlook, and Power Point. Ability to type 40 n.w.p.m.

WHO MAY APPLY: Candidates with list and transfer eligibility for the classification. Applications will be reviewed and only the most qualified candidates will be scheduled for an interview. **Note:** Appointment will be subject to Department Restriction of Appointment (DROA), State Restriction of Appointment (SROA)/Surplus, Re-employment List Procedures, pre-employment physical and fingerprint clearances. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the California Department of Human Resources website www.calhr.ca.gov. **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

****A TYPING CERTIFICATE MUST BE ATTACHED TO THE APPLICATION OR IT WILL NOT BE CONSIDERED****

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: OFFICE TECHNICIAN (TYPING)
Re-Advertise DATE: November 5, 2016